



**UNDERGROUND STORAGE TANK  
PERMANENT CLOSURE ASSESSMENT REPORT FORM**  
**For Permanent Closure or Change-In-Service**  
Revised August 2004

Tank Programs Division  
UST & Division Support Section  
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[www.azdeq.gov](http://www.azdeq.gov)  
(602) 771-4303 • 1(800) 234-5677, ext. 4303

# UNDERGROUND STORAGE TANK (UST) PERMANENT CLOSURE ASSESSMENT REPORT FORM

1. FACILITY NAME: \_\_\_\_\_ FACILITY ID No. \_\_\_\_\_

2a. ADEQ Closure No. \_\_\_\_\_ 2b. Fire Authority Closure Permit No. \_\_\_\_\_

## 3. LOCATION OF TANK(S)

Street Address (P.O. Box NOT acceptable) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

County \_\_\_\_\_

Legal Location (Township, Range, Section, Quarter,  
Quarter, Quarter) \_\_\_\_\_

## 4. OWNERSHIP OF TANK(S)

Owner Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Job Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number (include area code) \_\_\_\_\_

## 5. CONTRACT OR LABORATORY AND CONSULTANT INFORMATION

Contractor	_____	Phone No.: _____	
Certified Individual	_____	ADEQ Certification No.: _____	
ROC License No	_____	Type of License: A B-1 B-2 L-57 L-5 Other _____	
Laboratory Name	_____	ADHS License No.: _____	
Contact Name	_____	Phone No.: _____	
Consultant	_____	Contact Name: _____	Phone No.: _____

## 6. SITE INFORMATION

a. Number of active tanks\* at facility prior to closure or change-in-service (CIS): \_\_\_\_\_  
(\* Do not include previously closed tanks)

b. Number of tanks being closed or undergoing a CIS: \_\_\_\_\_

c. Will new tanks be installed? ☐ Yes ☐ No  
If yes, how many: \_\_\_\_\_ When? \_\_\_\_\_

d. Depth to groundwater (if known):  
Source: \_\_\_\_\_ Date: \_\_\_\_\_

## 7. SITE PREPARATION

a. Date and time tank(s) emptied of all product and accumulated sludge:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

b. Date and time of inerting or purging:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

c. Method of inerting or purging: \_\_\_\_\_

d. Date of closure or change-in-service:

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## 8. INERT SOLID MATERIAL USED TO CLOSE TANK IN-PLACE

☐ Not Applicable - Tank(s) Excavated

☐ Sand

☐ Soil Slurry

☐ Not Applicable - CIS

☐ Concrete

☐ Other:

## 9. DIMENSION OF TANK EXCAVATION(S)

☐ Not Applicable - CIS or in-place closure

<b>Excavation I</b> Length _____ Ft Width _____ Ft Depth _____ <b>Excavation III</b> Length _____ Ft Width _____ Ft Depth _____	<b>Excavation II</b> Length _____ Ft Width _____ Ft Depth _____ <b>Excavation IV</b> Length _____ Ft Width _____ Ft Depth _____
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## 10. TANK INFORMATION

Table I - Tank(s) undergoing closure

Tank ID No.	Size (gallons)	Material of Construction	Contents Stored	Holes in Tank (yes or no)	Holes in Piping (yes or no)	Unregulated * substance stored

\*Complete only if the tank is undergoing a CIS

## 11. VISUAL EXCAVATION ASSESSMENT

Did the following conditions exist at the excavation site:

Stained Soil:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Water in Excavation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Petroleum Odor in Soil:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sheen or Free Product on Water:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Free Product in Excavation:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Evidence of Spill and/or Overfill:	<input type="checkbox"/> Yes <input type="checkbox"/> No

**NOTE:** If at any time during the closure or CIS activity, contamination is discovered or believed to have existed, ADEQ must be notified within twenty-four (24) hours of discovery. The release or suspected release should be reported by calling the ADEQ call line at 1-800-234-5677, extension.

## 12. SOIL INVESTIGATION PROCEDURES

- a. Were all soil samples collected by pushing or driving clean sleeves, constructed of an inert material, to the backhoe or trackhoe bucket per the attached Sampling Guidelines ?  
☐ Yes ☐ No  
If no, describe why not and alternative mode used: \_\_\_\_\_

- b. Describe how sleeves were sealed and labeled: \_\_\_\_\_  
\_\_\_\_\_
- c. Were all soil samples preserved at approximately 4 degrees Centigrade prior to delivery to the laboratory?  
☐ Yes     ☐ No
- d. Describe decontamination procedures for soil sampling equipment: \_\_\_\_\_  
\_\_\_\_\_
- e. Do field investigations indicate contamination? ☐ Yes     ☐ No  
If yes, what was the methodology used and where were the hot spots located? \_\_\_\_\_  
\_\_\_\_\_
- f. Estimated volume of excavated soil (cubic yards): \_\_\_\_\_
- g. Number of samples taken from stockpile: \_\_\_\_\_

**13. SITE MAP** (To be provided as an attachment to this report form and prepared to scale)

- a. Are all tanks, dispensers and associated piping shown on the site map?     ☐ Yes     ☐ No  
If no, describe why not: \_\_\_\_\_  
\_\_\_\_\_
- b. Is the length, width, depth and location of pipe unions and areas of corrosion for each piping run (trench) shown on the map?     ☐ Yes     ☐ No  
If no, describe why not: \_\_\_\_\_  
\_\_\_\_\_
- c. Are all excavations and stockpiles, including stockpiled Petroleum Contaminated Soil (PCS), shown on the map?     ☐ Yes     ☐ No  
If no, describe why not: \_\_\_\_\_  
\_\_\_\_\_
- d. Are all sampling locations and areas of contamination shown on map?     ☐ Yes     ☐ No  
If no, describe why not: \_\_\_\_\_  
\_\_\_\_\_
- e. Are all cross streets and major structures (i.e. buildings) near the excavation zone(s) shown on map?  
☐ Yes     ☐ No  
If no, describe why not: \_\_\_\_\_  
\_\_\_\_\_

## 14. LABORATORY RESULTS

- a. Submit the laboratory analytical results in Table II and Table III (if applicable) following the Sampling Guidelines outlined in the "UST Permanent Closure Guidance Document".
- b. Identify all samples (including stockpile samples), location of each sample, depth of each sample, soil lithology of each sample and analytical test results of each sample in the table below.
- c. Laboratory Reporting Limits: Indicate reporting limits for range(s) of hydrocarbons or individual compounds separately. If non-detected, do not write "non-detect" or "ND". List the numerical reporting limit, for example, "<0.25 mg/kg".

### Table II - Soil Analytical Results

[illegible]

- 1 Provide a break-down of reporting limits and concentrations of total petroleum hydrocarbons (TPH) for diesel range and heavier hydrocarbons.
- 2 If VOC is detected, use an X to identify the appropriate sample and use Table III to provide analytical data.
- Mg/kg = milligram per kilogram                      bgs = below ground surface                      ppm = parts per million

- d. Provide copies of the laboratory results, including Quality Assurance/Quality Control (QA/QC) information and an original, legible chain-of-custody as an attachment to this report form. Refer to ASTM Standard D 4840-88 for chain-of-custody procedures.
- e. Holding time (hours): \_\_\_\_\_ NOTE: Soil samples to be analyzed for benzene, toluene, ethylbenzene, total xylene (BTEX) or other Volatile Organic Compounds (VOCs) should be extracted within 72 hours of collection. ADEQ may extend the 72 hour limit to 120 hours with site-specific pre-approval. ADEQ may not consider samples exceeding the extraction holding time as valid and may require additional sampling.
- f. If an extension to the holding time has been granted by ADEQ, furnish below the date of extension and the name of the person that granted extension:

Date: \_\_\_\_\_ ADEQ Authorized Representative: \_\_\_\_\_

**15. THE SPACE BELOW IS PROVIDED FOR ADDITIONAL COMMENTS:**

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**16. UST PERMANENT CLOSURE ASSESSMENT REPORT PREPARED BY:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Company Name: \_\_\_\_\_ Position Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Where registration is required by the Board of Technical Registration, please affix seal below:

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**17. QUESTIONS:**

ADEQ would appreciate receiving the consultant's response to the following question: "In your professional opinion, has there been a release of a regulated substance at this site?"

☐ Yes    ☐ No    ☐ Need further assessment

## 18. VOC RESULTS (Complete only if applicable)

- a Use "Table III" to identify the concentration of the VOC's detected for each applicable sample.
- b In cases where a compound is detected in some but not all samples, list the numerical reporting limit for each sample in which the compound was not detected to indicate that. Do not write non-detect or "ND" only.
- c Holding time (hours): \_\_\_\_\_

[illegible]